



**NORTHERN ROCKIES COORDINATING GROUP (NRCG)
INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
SUPPLEMENT**

CHAPTER 70 – CLAIMS

Supplement No: NR-2016-7

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Approved:

/s/ Ken Schmid

**Ken Schmid
Chair**

Posting Instructions: Post by document, remove entire document, and replace with this supplement. Retain this transmittal as first page of document.

New Document	NR-2016-7	2 Pages
Superseded Document(s) by Issuance Number and Effective Date	NR-2015-7 (NWCG HB2_70) April 1, 2015	2 Pages

Digest:

- Updates web links

CLAIMS FILING

- State of Montana Claims. Claims arising under the jurisdiction of the State of Montana are negotiated by the responsible line officer or Agency Administrator. These individuals may delegate this authority to other DNRC employees. With coordination of the line officers, and when possible, claims should be settled at the incident. For comprehensive information on handling claims against DNRC, see the DNRC 300 Incident Business Management Manual, or contact the Business Management Bureau, Forestry Division, Department of Natural Resources and Conservation, 2705 Spurgin Road, Missoula, Montana 59804; office phone: (406) 542-4300.
- State of Idaho Claims. Settlements arising under the jurisdiction of the State of Idaho must be submitted in writing to the IDL host agency. The IDL host agency will submit the claim documentation to the Fire Business Program Manager, Bureau of Fire Management, who may settle the claim or forward it to Risk Management for final determination. Claims may also be submitted in writing to the Fire Business Program Manager, Bureau of Fire Management, 3284 West Industrial Loop, Coeur d'Alene, ID 83815-6021; office phone: (208) 769-1525.
- State of North Dakota Claims. Claims against the state must be made in writing to the Director of Office of Management and Budget. The claim must be filed within 180 days of when the alleged incident was discovered or reasonably should have been discovered. Claim forms may be requested from the Office of Management and Budget, 600 East Boulevard Avenue, Department 110, Bismarck, ND 58505-0400; phone: (701) 328-4904.

EMPLOYEE CLAIMS

Link to Forest Service "Items Required, Permitted, or Not Recommended For Employee Possession in Emergency Response Incidents," FSH 6509.11h, Chapter 40, 45 - Exhibit 02 (last updated 2004 and still current) and 'Employees Claims Checklist'

<http://www.fs.fed.us/r1/fire/nrcg/Committees/IncBusToolBox.htm>

Link to DNRC Fire Business Manual – Section 300 – Appendix document: 'Items Required, Permitted, or Not Recommended'

<http://dnrc.mt.gov/divisions/forestry/docs/fire-and-aviation/manuals/300manual/appendix/app62-63itemsrequired.pdf>